

# THE BUYERS NETWORK

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**THE BUYERS NETWORK**  
is published monthly by the  
Purchasing Division of the  
West Virginia Department of  
Administration to promote better  
value in public purchasing.

## Two Vendor Outreach Events Scheduled for April

The Purchasing Division is planning two vendor outreach events in April to encourage more companies to do business with the state.

A Vendor Open House is scheduled for April 11, 2023. This event is free and will provide vendors an opportunity to learn about the processes, procedures, and requirements of doing business with West Virginia. Representatives from the Secretary of State's Office, the State Treasurer's Office, wvOASIS, the Finance Division, the Purchasing Division's vendor registration program, and more will be available to answer questions and meet with attendees.

"The Purchasing Division is always looking for ways to improve our outreach to the vendor community," explained Purchasing Director Mike Sheets. "We want all vendors to have the opportunity to bid on state solicitations. Having more vendors improves competition and ensures that West Virginia is receiving needed goods and services for the best

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## Vendor Open House

April 11, 2023 9 a.m. to 11 a.m.

West Virginia State Training Center  
Building 7 | Capitol Room  
1900 Kanawha Boulevard E., Charleston

Register Here: <https://bit.ly/3Y0IRXQ>

## Vendor Webinar

April 27, 2023 10 a.m. to 11:30 a.m.

Limit: 100 Participants

Register Here: <https://bit.ly/3Z6PR76>

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## Agencies Urged to Prepare for State Records Storage Transfer

The Public Records Management and Preservation Act (W. Va. Code 5A-8-1, et seq.) sets forth the provisions for the management of state and local records with the goal of promoting efficiencies, preserving records that document the state's history, and ensuring that records needed to continue the operations of state government are preserved in the event of a disaster. The Act provides that the Secretary of the Department of Administration is the state records administrator who is responsible for oversight of the records management program.

In February 2023, the state renewed its one-year statewide contract with Iron Mountain, while its plan to bring the records management program in-house continues. A State Records Center has been established for the storage of records and opened for business in March. Staff members will be available to provide records management services and to facilitate the pickup and delivery of records between agencies and the

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## Responsible Purchasing an Important Component of State Process, Division Recognizes Purchasing Month

We are pleased that Gov. Justice has once again recognized March as Purchasing Month. Each year, our Division strives to make purchases for the state that are responsibly bid and evaluated, cost effective, and transparent. Moreover, our agency procurement officers work diligently to stay apprised of the laws and rules governing the process and ensure transactions are completed judiciously and justly. I want to thank all of you for your commitment and continued efforts to procure responsibly. A copy of the proclamation for Purchasing Month is displayed in the Purchasing Division's reception area.

Some areas in which the Purchasing Division aims to provide guidance in responsible purchasing include small dollar purchases and recycled products. In 2020, the Purchasing Division entered into a terms agreement with Amazon Business Prime, on behalf of the state, for the purpose of saving the state money and speeding up the process by which agencies can obtain goods and services, particularly when those goods or services are not available from a statewide contract and/or fall under the no bid and verbal bid thresholds. As part of a plan to move as many state agencies over to the state's account as possible, we are working with our Amazon account representative to update our current listing of users and reach out to those currently using Amazon but under a separate account.

A recent audit showed that some agencies were actively using Amazon Business Prime, paid for by their own agencies, while others had users listed that are no longer with the agency. If you currently have an Amazon Business Prime account set up through the state's Business account, no action is required on your part, but if you do not currently have a Business account or have one that is not on the state's account and would like to be added, please email us at [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov) with your agency name and the email address(es) of the individual(s)/

users who need to be added.

Once we have an updated list, we will be offering a training/refreshers course with our Amazon representative, who will detail all the benefits of using the state's account, including tax exempt purchasing, business-specific pricing, and free two-day shipping. Questions regarding the state's Amazon account may be directed to the email address listed above.

In addition to the state's Amazon account, we would also like to remind agencies of the state's initiative to purchase recycled products, whenever possible. In accordance with W. Va. Code § 22-15A-21 and the *Purchasing Division Procedures Handbook*, agencies should remove any language in the specifications that discriminates against recycled products, as well as eliminate the use of disposable and single-use products, where possible. Additional steps that can be taken to ensure the use of recycled products can be found in the article below.

And in a twist of fate, the Purchasing Director's Office said "welcome back" to Jennifer Fields, who has resumed the position of administrative secretary. Though her time away was brief, she was missed and we are happy to have her back.

As we move into our busy spring season, please continue to utilize the Purchasing Helpline email ([Purchasing.Help@wv.gov](mailto:Purchasing.Help@wv.gov)) and let us know of any issues you may be having.



## Code Encourages Buyers to Procure Recycled Products

West Virginia Code requires procurement officers to consider purchasing recycled products. According to W. Va. Code § 22-15A-21, "It is the policy of the State of West Virginia that, to the maximum extent possible, all agencies and instrumentalities of the state purchase recycled products. The goal of the state is to achieve a recycled product mix on future purchases."

In addition to West Virginia Code, the *Purchasing Division Procedures Handbook* also reiterates the following guidelines:

- Agencies should remove any language in the specifications that discriminates against recycled products.
- Recycled paper products are given a

price preference of 10%, with priority given to paper products with the highest post-consumer content.

- The use of disposable and single-use products should be eliminated, where possible.
- Compost in all land maintenance and landscaping activities is to be used by state agencies, and the use of composted or deep stacked poultry litter products, certified by the Commissioner of Agriculture as being free from organisms that are not found in poultry litter produced in this state, should be given priority unless determined to be economically unfeasible.

Each year, a report is submitted to the Governor, Speaker of the House of Delegates, and President of the Senate that includes the accomplishments of the Environmental Action Plan outlined in code.

The most recent report can be found online at [www.state.wv.us/admin/purchase/LegisReports.html](http://www.state.wv.us/admin/purchase/LegisReports.html). Information on recycled products can be accessed at any time by reviewing the *Purchasing Division Procedures Handbook* Section 3.9.4.1: Recycled Products. If you are concerned about your procurements following the rules outlined in this section, please contact your agency's assigned Purchasing Division buyer.

# Gov. Justice Proclaims March as Purchasing Month

Gov. Jim Justice has proclaimed March 2023 as Purchasing Month in the state of West Virginia.

This proclamation is part of an annual nationwide recognition initiated by the National Institute of Governmental Purchasing. The Purchasing Month proclamation highlights the initiatives that develop, support, and promote public procurement practitioners through educational and research programs.

“The success of the Purchasing Division is based on the relationships we have built over the years with both our agency procurement officers and vendors,” said Purchasing Director Mike Sheets. “Our staff does tremendous work each year and, we are pleased the governor has again recognized our commitment to our stakeholders and customers.”

As part of its mission, the Purchasing Division:

- Provides valued services to its customers by making sound and effective decisions in accordance with state law.
- Exercises prudent and fair spending practices in acquiring quality goods and services in a timely fashion at the lowest possible price.
- Continually improves the services it offers to maximize the efficiency of state government.
- Provides leadership and guidance to its customers – state agencies, vendors, legislators, and the general public – while building lasting business relationships.

The Purchasing Division is pleased that this vital function in the operation of state government has been recognized by Gov. Justice. Purchasing Month has been recognized in West Virginia since 2011 and honors the integrity and professionalism of all state purchasers who are entrusted with the spending of tax dollars.

The official proclamation is on display at the Purchasing Division office in Building 15.



March was once again recognized by Gov. Jim Justice as Purchasing Month.

## New Items for Section 9 Consideration Considered On As Needed Basis

While every effort should be made to obtain commodities and services through competitive procurement, the Purchasing Division recognizes there are rare instances when this is not possible. In accordance with W. Va. Code § 5A-3-10 and the Code of State Rules § 148-1-4.1, the Purchasing Division director can establish a list of commodities and services that are considered impossible to procure through competitive bidding. This list is contained in the *Purchasing Division Procedures Handbook* as Section 9.

When procurement officers find a commodity or service they believe cannot be competitively bid, they are encouraged to use the Section 9 *Impossible to Bid List Addition Request* form to report it to the Purchasing Division for review. In addition to this form, a written statement and justification as to why it is impossible to bid and why it should be included in Section 9 is required. Requests submitted to the Purchasing Division are reviewed on a yearly basis and on an as needed basis. New additions are added at a minimum once each fiscal year on July 1.

Buyers Network

Currently there are 32 commodities and services categorized as “Impossible to Bid” within Section 9 including advertising, aviation fuel, postage, professional association dues, commodities obtained through the Federal Surplus Property Program, and copies of government documents/records obtained from the government. Procurement officers are reminded that while Section 9 commodities and services may be purchased without advertisement or bid, some items still require additional permissions, such as obtaining artwork and historical items.

*Impossible to Bid Additional Request* forms are available at [www.state.wv.us/admin/purchase/forms.html](http://www.state.wv.us/admin/purchase/forms.html). Once completed, the forms should be submitted to Purchasing Director Mike Sheets at [William.M.Sheets@wv.gov](mailto:William.M.Sheets@wv.gov) and Deputy Director Samantha Knapp at [Samantha.S.Knapp@wv.gov](mailto:Samantha.S.Knapp@wv.gov). Questions regarding commodities or services already included in Section 9 should be sent to the agency’s designated procurement officer.

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## Two Leadership Changes Announced within Purchasing

The Purchasing Division is pleased to announce two employment changes within the division. Greg Clay has assumed the role of assistant director over the Program Services section while Shane Hall is the new state contracts manager.

Clay's promotion to assistant director over Program Services comes approximately six months after he transitioned from the contract manager position to a buyer supervisor. Since coming to the Purchasing Division in 2014 as a senior buyer, Clay has served in many roles and proven to be an important resource in the state procurement process.

"I am looking forward to working with the Program Services section of the Purchasing Division," said Clay. "These employees are hard workers and very knowledgeable. As the new section manager, I want to support them and continue to improve our services."

A state employee since 2000, Hall assumed the role of state contracts manager in February. This position had been vacant since Clay's departure. Hall transitions into this role after serving as a Purchasing Division inspector for many years.

"I am excited for this new opportunity with the Purchasing



**Greg Clay (left) recently assumed the role of assistant director over the Program Services section while Shane Hall (right) is now the state contracts manager.**

Division," said Hall. "The inspectors and I have worked together for several years now, and I think we make a great team. I am prepared for and welcome new responsibilities in this role."

Congratulations to Clay and Hall on these new positions!

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## RECORDS MANAGEMENT

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Records Center.

"Each agency will be required to designate a records manager, an individual who will be responsible for paying the invoices, and individuals who will be authorized to access the agency's records," said Records Management Program Administrator Donna Lipscomb.

The records manager will be the contact regarding all records management issues and will be responsible for overseeing all agency activities related to the State Records Center, as well as the duties outlined in the legislative rules (148-CSR-12, 13 & 14).

When the center is open, agencies are encouraged to request retrieval of their boxes from Iron Mountain to be delivered to the State Records Center. A total of 125 boxes are permitted each day. There, the records that do not have all the required in-

formation can be reviewed by agency staff prior to being placed in their designated storage area. Agencies should request approval to destroy any records that have met their required retention periods and dispose of all eligible records to help reduce storage costs.

To efficiently manage agency records, Lipscomb said it is important to adequately identify the records with a clear description that can be understood by all employees. It is also important to identify the date(s) of the records and the date(s) the records are eligible for destruction in accordance with the agency's approved records retention and disposal schedule. In addition:

- Descriptions should have enough detail so they do not have to be reviewed again prior to requesting authorization to destroy them.
  - Descriptions should not be vague, such as "miscellaneous legal records," because such descriptions do not offer enough information and would require further review to determine the contents.
  - Store similar records in the same box with the same required retention periods.
  - Transfer any records with historical content to the Department of Arts, Culture and History so they can be preserved.
- Questions can be directed to Lipscomb at 304-352-4943 or [Donna.M.Lipscomb@wv.gov](mailto:Donna.M.Lipscomb@wv.gov). Lipscomb can provide an inventory of the stored records and facilitate reviews of them, as well as assist with requests for storage or destruction.



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**A State Records Center has been established for the storage of records and opened in March.**

# Updated Change Order Reference Sheet Now Available

The Purchasing Division is pleased to announce that a new *Change Order Processing Instructional Guide and Change Order Standard Language* document is now available on its Forms webpage. This instructional guide contains new step-by-step instructions for completing a standard change order as well as the previously published standard language agencies should use when issuing a change order. Agencies are encouraged to utilize this resource when preparing a requisition for a change order. While the instructional guide contains standard change order language previously contained as an appendix in the *Purchasing Division Procedures Handbook*, the Purchasing Division wanted to make that and the instructions more easily accessible by adding the document to the Forms webpage.

“Because the instructional guide document was previously only available as an appendix in the *Purchasing Division Procedures Handbook*, it was often overlooked,” explained Deputy Purchasing Director Samantha Knapp. “We are working hard to make this and all other Purchasing Division resources easier to access and utilize.”

In addition to some language changes, the new *Change Order Processing Instructional Guide and Change Order Standard Language* now includes additional color coded markings to help procurement officers identify what language should be customized. While the previous reference did include markings for what parts needed to be completed,

Standard Change Order Language for Renewals	
<b>Renewal with Decrease</b>	
The language below is generally used when an agency plans to renew a contract with a vendor according to the original terms, conditions, prices, specifications, and any authorized change orders but <b>with decreased pricing</b> . A standard renewal with a decrease requires a two-party agreement between the vendor and the agency.	
<b>Modification Tab</b>	Change Order <b>XX</b> To Renew and Decrease Contract
<b>Extended Description</b>	Change Order Change Order No. <b>XX</b> is issued to renew and decrease the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract _____ (i.e. unit prices, hourly rates, annual fee, etc.) is decreased as defined in the attached documentation. Effective date of renewal <b>XX/XX/XXXX</b> through <b>XX/XX/XXXX</b> . <b>(Choose one)</b> Renewal Years Remaining: _____ <b>OR</b> Months Remaining: _____ No other changes. All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

they were easy to overlook when skimming through the document. Failure to complete all parts of a change order could result in a rejection of the requisition back to the agency. By adding the colored text, the Purchasing Division hopes to reduce the possibility of the procurement officer overlooking any part of the change order that needs customization.

While a copy of the *Change Order Processing Instructional Guide and Change Order Standard Language* can still be found in the *Purchasing Division Procedures Handbook*, it is now directly linked on the Forms webpage at [www.state.wv.us/admin/purchase/Documents/ChangeOrderInstructionalGuide.pdf](http://www.state.wv.us/admin/purchase/Documents/ChangeOrderInstructionalGuide.pdf).

## VENDOR OUTREACH

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price.”

The Vendor Open House will be offered from 9 a.m. to 11 a.m. on the Capitol campus in Charleston. For more information or to register for the event, visit <https://wvpurchasing.wufoo.com/forms/s1w6rhyd1mp17b1/>.

Following the Open House, the Division will host its spring vendor webinar on April 27, 2023, from 10 a.m. to 11:30 a.m. This free webinar will highlight the guidelines and other information pertinent to current and potential vendors wishing to conduct business with the state of West Virginia.

During this presentation, vendors will learn how they can increase their knowledge of West Virginia solicitations and how they can submit a bid. Additional information will be shared on how the state evaluates bids for award, the different procurement methods the state uses, and guidelines on how to market commodities and services to state agencies.

While this event is free, registration is required and limited to the first 100 individuals. Details on how to register can be found on the Purchasing Division’s online Vendor Resource Center at [www.state.wv.us/admin/purchase/vrc](http://www.state.wv.us/admin/purchase/vrc).

Questions should be directed to [Purchasing.Training@wv.gov](mailto:Purchasing.Training@wv.gov).

## THE BUYERS NETWORK

Purchasing Division  
State Capitol Complex  
2019 Washington St., East  
Charleston, WV 25305-0130

Telephone: 304-558-2306  
8:15 a.m. to 4:30 p.m. (M-F)

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Governor

**Mike Sheets**  
Director  
Purchasing Division

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**Jessica Chambers**  
**Teresa Cutlip**

**Training  
Dates to  
Remember**

Preparing and Evaluating RFPs (PUR303)  
March 8, 2023 | 10 a.m. - 11:30 a.m.

Intro to Purchasing (PUR201W)  
March 22, 2023 | 9 a.m. - 4 p.m.

# Statewide Contract Updates (As of Feb. 14, 2023)

This page includes a listing of current changes made to statewide contracts issued by the Purchasing Division. Information and dates listed in this Current Statewide Contract Update are subject to change. All statewide contracts are available online at [www.state.wv.us/admin/purchase/swc](http://www.state.wv.us/admin/purchase/swc). For more information, please contact the buyer assigned to statewide contracts.

## New Contracts

Contract	Vendor	Commodity	Effective Date
IP23	HP Inc.	Computer Equipment	01/15/23 -01/14/24

## Contracts Renewals

Contract	Vendor	Commodity	Effective Date
DIGCOP22	KOMAX	Photocopiers	02/15/23 02/14/24
FINANCE21	Banc of America	Debt Servicing	02/01/23 -01/31/24

FUELTT21	Fuel	R T Rogers Oil	04/01/23 03/31/24
RECMGT22	Iron Mountain	Document Storage	02/15/23 -02/14/24
VOIP19	Lumos Networking	Telecomm. Services	03/01/23 -02/28/25

## Miscellaneous Updates

Contract	Vendor	Commodity	Description of Change
ESRI21	Environmental Systems	Geographic Info. System	To publish updated pricing page
FNGPRN-T22	Idemia Identify	Fingerprinting Services	To decrease the FBI Volunteer fee

## Expiring Statewide Contracts Tracking

*(As of Feb. 14, 2023)*

The following contracts are set to expire within 90 days. This information is for planning purposes and may not reflect the current status of a contract. For more information, please contact Buyer Supervisor Mark Atkins.

### ATTEMPT TO BID

SECSVS19A

### ATTEMPT TO RENEW

SYSFURN19      PAINT21

### RENEWAL IN PROCESS

FUELTTW21A      FUELTTW21C  
FUELTTW21B      FUELTTW21D

### RENEWAL REQUESTED

EQRENT22A      AED22C

### TO BE DETERMINED

CENTREX19      LAR20  
HOUSE22      LIGHT22

## FOR MORE INFORMATION

*Below is a list of Purchasing Division buyers assigned to specific state agencies.*

BUYER	EMAIL	PHONE
<u>Supervisors</u>		
Mark Atkins	Mark.A.Atkins@wv.gov	558-2307
Tara Lyle	Tara.L.Lyle@wv.gov	558-2544
<u>Senior Buyers</u>		
Josh Hager	Joseph.E.Hageriii@wv.gov	558-8801
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David Pauline	David.H.Pauline@wv.gov	558-0067
Toby Welch	Toby.L.Welch@wv.gov	558-8802
<u>Buyer</u>		
John Estep	John.W.Estep@wv.gov	558-2566